

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ANIMAL AND ANIMAL PRODUCTS INVESTIGATOR

POSITION CODE: 01072
Effective: 7-16-84

DISTINGUISHING FEATURES OF WORK:

Under general supervision, investigates establishments, premises, vehicles and products subject to the Illinois laws pertaining to animal health and livestock disease control and slaughter, processing and identification of meat and poultry and meat and poultry products; responsible for documenting, gathering evidence and testifying in cases of violations; prepares written reports of findings and initiates corrective action.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Investigates retail food markets, restaurants, slaughterhouses and other facilities dealing with animals, meat and poultry or meat and poultry products in response to reports or complaints of alleged violations; determines if there is compliance with the federal and state laws pertaining to such items such as identification, labeling, inspection brands, etc.; interprets and explains applicable federal and state statutes, rules and regulations.
2. Gathers evidence and documents findings by taking pictures, obtaining statements, etc., in order to support litigation of violators; confers with personnel on the premises, consumers and other resources regarding observations and judgments; initiates necessary corrective action.
3. Issues warnings to violators; cites relevant rules and request corrections; determines degree and severity of follow-up and continues investigations until they are resolved.
4. Prepares and assembles supportive documents and other evidence needed to prosecute violators; assists state's attorneys in case preparation; testifies on behalf of the department.
5. May assist in training new employees; provides input to administrative personnel on the activities of inspection personnel; may coordinate the activities of inspection staff on specifically assigned cases, such as brucellosis ring testing and livestock facilities, etc.
6. Cooperates with federal personnel in joint federal-state investigations; refers cases involving federal laws to appropriate authorities and cooperates in the resolution of such cases.
7. Consults with owners, managers and employees of the various establishments and advises them on what constitutes compliance with existing laws and regulations; provides assistance and feedback to complainants and to the general public; represents the department before interested consumer groups on the content and meaning of laws pertaining to animal health or meat and poultry inspection.

ANIMAL AND ANIMAL PRODUCTS INVESTIGATOR (Continued)

8. Prepares and forwards reports of investigations and allied activities; maintains necessary files and records relating to the work.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education & Experience

Requires knowledge, skill and mental development equivalent to the completion of two years of college with coursework in animal husbandry or law enforcement or a related field.

Requires one year of professional experience in a compliance enforcement capacity in an agricultural industry with evidence of completion of an approved agency training program.

Knowledges, Skills and Abilities

Requires working knowledge of federal and state statutes, rules and regulations administered by the Division of Meat, Poultry and Livestock Inspection.

Requires working knowledge of procedures utilized in gathering and assembling evidence, in determining compliance and in initiating formal corrective action on violations.

Requires working knowledge of licenses, health records and certificates and record keeping practices required for the operation of animal and animal products facilities.

Requires working knowledge of techniques utilized in the examination of animals and animal products to ensure compliance in making recommendations for appropriate regulatory measures in cases involving unlicensed animal and animal products facilities.

Requires elementary knowledge of agency policies and procedures regarding the inspection of animals and animal products and the investigation of consumer complaints and suspected violations.

Requires ability to apply the various laws, rules and regulations to determine noncompliance and prepare and maintain routine records and reports.

Requires ability to examine animal and animal products to detect the presence of disease and/or ensure compliance with labeling and packaging requirements.

Requires ability to perform inspections of animal and animal products facilities to determine compliance with animal health, record keeping and sanitation requirements.

Requires ability to maintain satisfactory working relationships with animal and animal products dealers, consumers and other employees, and interpret and explain the various regulatory requirements of the program.

Requires ability to effectively communicate in oral and written form.

Requires ability to initiate formal corrective action against animal and animal products facilities found to be in violation.

Requires ability to recommend appropriate regulatory measures in cases involving unlicensed animal and animal products facilities.